PUBLIC INFORMATION ACT

WHAT IS PUBLIC INFORMATION?

• Anything related to COB government business
• Anything created/received/maintained by city officials & staff
  • Includes notes, emails, calendars, presentations, etc.
• Includes information on cellphones or other electronic devices
• Includes personal notes if they reflect city business

BE HONEST

Do not engage in any act that reflects discredit upon the government of the city.

Do not represent yourself in any capacity other than that which you were appointed.

Do not disclose confidential information gained by reason of your position.

Do not do anything to deliberately thwart city ordinances, rules, or regulations.

MAINTAIN PUBLIC TRUST & STRONG FINANCIAL STEWARDSHIP

Do not use public resources, such as city staff time, equipment, property, vehicles, supplies, or facilities for private gain or personal purposes.

BE IMPARTIAL

Do not accept gifts, favors, or services from anyone who might seek influence.

Do not use your position to provide improper favors or service.

Do not use your position to secure special privileges for yourself or others.

Do not grant special treatment, consideration, or advantage to anyone.

SEPARATE CITY BUSINESS AND PERSONAL BUSINESS

Do not engage in business on behalf of the city with any entity in which you have substantial interest.

Seek guidance before purchasing or selling property, goods, or services to the city.

Do not engage in or accept private employment or render a service that is incompatible with official duties or that would impair your judgement in performance of official duties.

INTEGRITY • COLLABORATION • RESPECT • SERVICE • EXCELLENCE
EVERYTHING WE DO REFLECTS OUR VALUES

- **SERVICE**
  We improve our community and better people’s lives.

- **EXCELLENCE**
  We perform at the highest level.

- **INTEGRITY**
  We adhere to and demonstrate the highest ethical standards.

- **RESPECT**
  We value every person & our community, heritage, & environment.

- **COLLABORATION**
  We cooperate to achieve the best outcomes.

REGULATORY FRAMEWORK
Know the Law. Know the Consequences.

- Ethics Ordinance
- Texas Open Meetings Act
- Texas Public Information Act
- City Charter
- Local Government Code, Chapter 171 (affidavit & abstention for voting required)
- Local Government Code, Chapter 176 (disclosure, public access to info)

MEETING AGENDAS MUST BE POSTED AT LEAST 72 HOURS IN ADVANCE.
Discussion can only include what is posted.

EXECUTIVE SESSIONS
Closed meetings are authorized in certain limited circumstances.

What Constitutes a Meeting?
Quorum - A majority of a governing body in person or by electronic device discussing public business.

What should I do if I have a CONFLICT OF INTEREST?
If you see some foreseeable, measurable benefit to yourself or to a relative, refrain from discussion, voting, or attempting to influence any decision.

- Notify Board Chair.
- Complete an Affidavit of Substantial or Economic Interest and give it to staff liaison before meeting begins.

What information should I DISCLOSE?

- Financial information as required to ensure no conflicts of interest.
- Certain gifts received by you or your family.
- Relationships with any business contracted to work for the city.
- Any business interests involving the city.